


Vacancy Notice

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(9/93)

Description of Position	TITLE OF POSITION: <u>Staff Attorney VII</u>	CLASSIFICATION CODE: <u>00580500</u>
	SALARY RANGE: <u>70667-81466 840A</u>	REFERENCE POSITION NO.: <u>To Be Determined</u>
	Department or Agency Name <u>Public Defender</u>	APPLICATION PERIOD: <u>August 23 - September 1, 2004</u>
	Division/Section/Unit _____	
	Assignment(s) / Comments _____	
	Shift and Days: <u>Monday - Friday 1st Shift</u>	Job Location: <u>Providence, as needed</u>
	Restrictions/Limitations: <u>NONE</u>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: <u>NON UNION</u>	
	There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
General Information to Candidate	NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	
	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: SEE ATTACHED JOB DESCRIPTION	
Minimum Education &	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: or Experience: Such as may have been gained through: <u>Special Requirement:</u> SEE ATTACHED JOB DESCRIPTION	
Where to	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>JOHN J. HARDIMAN OFFICE OF THE PUBLIC DEFENDER 100 NORTH MAIN STREET PROVIDENCE, RI 02903</p> <p>Telephone #: <u>222-3492</u> Fax #: <u>222-3287</u> TTY/TDD #: _____ (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: Staff Attorney VII

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To act as technical advisor and legal expert to individuals referred to the Office of the Public Defender; to act as technical advisor and legal expert to other Assistant Public Defenders; to act as technical advisor and legal expert on behalf of the Office of the Public Defender before the Federal Court and the Supreme Court, to provide intake interviews and financial eligibility determinations as appropriate, to assist the Director of Training in developing training program for staff in his/her unit and to provide ongoing training.

SUPERVISION RECEIVED: Works under the general supervision of the Deputy Public Defender and the Public Defender from whom assignments are received in specific and outline form with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and from submitted reports or memorandum.

SUPERVISION EXERCISED: As required, plans, organizes, coordinates, directs and reviews the work of other Appellate Public Defenders, professional assistants and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

1. To plan, organize, coordinate, direct and review the work of other Appellate Public Attorneys and related personnel.
2. To advise and represent the legal interests of assigned clients pertaining to the technical and legal aspects in the writing of briefs and memorandum of law.
3. As assigned to provide technical and legal advice to trial counsel.
4. As assigned to write position papers on behalf of the Office of the Public Defender.

5. As assigned to provide technical and legal assistance to inmates at the Adult Correctional Institutions, Federal Prisons, and any other detention facility as required.
6. To develop and maintain manuals of legal precedents based on decisions of Federal and State Courts.
7. To prepare preliminary drafts of proposed legislation in the interests of the Office of the Public Defender.
8. To keep abreast of new federal and state rules and decisions, alert and advise officials of the Office of the Public Defender as to the legal and administrative effects of such rules and regulations.
9. To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE,SKILLS AND CAPACITIES: A thorough knowledge of relevant federal, state, and local laws; a thorough knowledge of problems inherent in the criminal justice field; the ability to act as advisor and/or counselor to clients, staff attorneys and other personnel as appropriate; the ability to meet and deal effectively with officials of the State, Court, or local prosecution, the ability to conduct special research projects and prepare reports accordingly.

EDUCATION AND EXPERIENCE:

EDUCATION: Such as may have gained through graduations from a law school of recognized standing, and

EXPERIENCE: Such as may have been gain through employment as a practicing attorney or previous experience in a responsible position in a related field.

SPECIAL REQUIRMENT: A graduate law degree comparable to a J.D. from an accredited law school; admission to the Rhode Island Bar, or eligibility for waived admission.

**WOMEN AND MINORITY CANDIDATES ADMITTED TO A STATE BAR
ARE ENCOURAGED TO APPLY**

**THE OFFICE OF THE PUBLIC DEFENDER IS AN
EQUAL OPPORTUNITY EMPLOYER**